

# EMPLOYMENT OPPORTUNITY

## CITY OF MARIETTA

PERSONNEL DEPARTMENT, 205 LAWRENCE STREET, MARIETTA, GA. 30061

AN EQUAL OPPORTUNITY EMPLOYER

24-HOUR JOB LINE (770) 794-5571

Web Site: [www.mariettaga.gov](http://www.mariettaga.gov)

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**JOB TITLE: INSPECTOR, CODE ENFORCEMENT  
PLANNING & ZONING**

**JOB NUMBER: 04-130**

**SALARY GRADE: 523-A**

**Entry Level: \$32,531 annually**

**Market Level: \$34,611 annually**

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### **ESSENTIAL JOB FUNCTIONS:**

1. Inspects existing residential buildings for structural, safety and other hazards, citing corrections that must be made to bring structure into compliance with city housing codes and zoning ordinances; oversees and checks remedial actions and recommends changes as necessary.
2. Condemns unsafe structures which jeopardize public health, safety and welfare; notifies tenants when to vacate; and occasionally assists tenants in relocation to public housing. Prepares demolition orders and provides Municipal Court with evidence, testimony and recommendations for action. Directs demolition of condemned structures as ordered by Municipal Court.
3. Maintains and updates computer and hard copy records of actions taken and other related activities. Prepares and sends written reports, letters and other correspondence to property owners to resolve violations or complaints. Interprets and explains building and zoning ordinances, codes, and regulations to builders, contractors, homeowners, and the public.
4. Coordinates commercial inspections with appropriate City/BLW staff inspectors including Fire and Building Department personnel. Submits inspection results to property owner and notifies of actions to be taken.
5. Responds to citizen complaints by conducting field investigations of unsanitary or overgrown conditions on vacant lots or grounds around buildings, junked cars, and other related violations. Notifies the Police Department for enforcement of vagrancy and criminal or drug related activities. Contacts persons responsible for violations and gives notices to discontinue, remove or correct problems that are in violation of City ordinances and zoning requirements. Performs a limited title search to locate property owners as needed. Performs follow-up inspections to ensure that required improvements have been made.

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**JOB TITLE: INSPECTOR, CODE ENFORCEMENT**

**JOB NUMBER: 04-130**

**ESSENTIAL JOB FUNCTIONS (Continued):**

6. Enforces city sign ordinances, which includes issuing sign permits, making inspections, and issuing citations.
7. Provides records, testimony and other related evidence of unresolved violations before Municipal Court and City Council hearings as needed.
8. Keeps up-to-date with new housing and code enforcement regulations and City ordinances.
9. Assists in providing information for City Council and other City officials involved in creating new ordinances. Attends community, public, zoning and M-Star zone program meetings as needed.

**QUALIFICATIONS:**

- High school diploma or GED, and at least 5 years related code enforcement experience in housing and/or zoning code enforcement or an equivalent combination of education and experience.
- Ability to pass both the International Property Maintenance and Housing Inspector's test and the Housing Rehabilitation test. **Must be certified by the SBCCI within 12 months of employment.**
- Knowledge of approved methods and materials used in building construction.
- Ability to use a personal computer and skill with word processing, basic spreadsheet, e-mail and other applications.
- Ability to communicate effectively both verbally and in writing.
- Ability to enforce City and zoning codes firmly, tactfully, and with impartiality.
- Thorough knowledge of Standard Housing Codes, City and County Zoning regulations and the ability to interpret them.
- Ability to recognize violations or potential violations of codes and ordinances to recommend their correction.
- Ability to perform limited title searches to determine or locate property owners.
- Ability to maintain effective working relationships with other employees, building owners, tenants, and the general public.
- Must have and maintain a valid Class C Georgia driver's license and a satisfactory driving history.

**REQUIREMENTS:**

DRUG SCREEN. VALID GA. DRIVER'S  
LICENSE. SATISFACTORY 7-YEAR DRIVING  
HISTORY. CRIMINAL BACKGROUND CHECK.  
ONE-YEAR WORKING TEST PERIOD.

**APPLICATION DEADLINE:**

**OPEN UNTIL FILLED**